

# ROBERTA LANE WHITE

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(b) (6)

## OBJECTIVE

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To acquire advancement opportunities, work on challenging assignments, learn as much as I can to excel in my job, and become an asset to whatever organization that I become a part of.

## EXPERIENCE

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### U.S. ENVIRONMENTAL PROTECTION AGENCY

*Management Analyst, January 1993-Present*

Served as Team Leader for support staff with responsibilities consisting of: supervising secretaries to manage the office efficiently and harmoniously, designing a work plan and implementing it, advising Management of various issues/topics to be addressed, and wrote letters and memo's as appropriate. I designed an effective budget tracking system (that others adopted) to ensure that funds were accounted for and not overspent, ordered office furniture, assisted in managing space plans, and prepared/processed timecards. I developed a survey and created a chart for staff to use in determining who was responsible for what within the Division.

I am responsible for and proficient in: providing research, creating and maintaining data bases, making revisions on the ISD Home Page (Internet), assist senior analysts in special projects dealing with budgetary, analytical, technical and administrative matters, assist in preparing regulatory documents, publications and informational exercises to ensure accuracy and clarity. I track the Division's expenditures, work on the MARS report for tracking and clearing up open commitments, deobligations, etc., I also work on teams to assist with various projects. I have designed an applicability flow chart for a Compliance Assistance Project as well as coordinate(s) large high-level meetings with Stakeholders, EPA staff and outside constituents.

I write letters, memo's, summaries of meetings and regulatory documents, prepare SOWs, Commitment Notices, IAGs, Grants, Independent Government Estimates, track budget expenditures and deobligate funds as appropriate. In addition, I keep the Internet Home Page maintained, keep abreast of new Agency procedures, prepare personnel actions, manage Human Resources issues/projects, and take classes to enhance my education.

### U.S. Environmental Protection Agency

*Secretary, March 1984-January 1993*

I served as a secretary for various offices within EPA. I was very efficient in scheduling meetings, greeting customers, answering busy telephones, typing and proofing documents for accuracy, grammar and Agency format. Rented equipment and conference rooms, coordinated schedules in-house as well as outside for high level meetings, scheduled air, train, hotel and/or rental car(s) for

a variety of high level employees. I prepared the necessary paperwork and took care of all the administrative matters for the AAship, ODship and/or Branch with no errors, and worked long hours. Earned an Upward Mobility Position as well as numerous awards due to my hard work, dedication and pride that I take in my work.

## EDUCATION

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### USDA GRADUATE SCHOOL

*No Degree or Major, 1985-1997*

Took various courses to enhance my education such as English, Environmental Law, Budget and writing courses.

### PG COMMUNITY COLLEGE

*No Degree or Major, 1990-1994*

Took various courses under the CPS Program.

### AMERICAN UNIVERSITY

*No Degree or Major, 1995-1996*

Acquired 17 credits under the APEL course.

### HTR

*No Degree or Major, December 4-6, 1997*

Lotus Notes 4 Application Development course. Received a certificate of completion.

### WASHINGTON INFORMATION CENTER (WIC) & EPA TRAINING CENTER

*No Degree or Major, 1984-1997*

Took a variety of classes such as: Internet HTML, Lotus Notes Basics and Beyond Basics, Contracts Management, Ethics, Time Management, Windows, and a host of other courses during my career at EPA.

## SKILLS

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- Creating, maintaining and revising Program Office Home Page (for the www/Internet);
- Track the budget, work on MARS report expenditures, and help in gathering information for the upcoming Fiscal Year;
- Research and analytical skills;
- Human resources and cultural diversity skills;
- Communication, organizational and administrative skills;
- Operating business machines;
- Create data bases and views;
- Works well under pressure and during time constraints;
- Typing and proofing techniques;
- Utilizes time wisely.